

## **PEACE CORPS PERU VACANCY ANNOUNCEMENT**

POSITION: Community Health & Community Based Environmental Management Program Assistant

OPENING DATE: July 23, 2013

CLOSING DATE: August 1<sup>st</sup>, 2013

Please, interested candidates for this position should submit a cover letter and resume to Cynthia Guardia (AA/Human Resources/VE) at Vía Láctea 132, Ur. Los Granados, Surco or to the email: **cguardia@pe.peacecorps.gov**, along with other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed below.

**\*Peace Corps will not accept applications sent by fax.**

### **BASIC FUNCTION OF POSITION**

Serves as the Program Assistant for the Community Health and Community Based Environmental Management Program Directors (APCDs). Is part of the programming team, and works primarily in activities related to the respective program sector, including training and Volunteer support.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Serves as office manager for the respective program sectors, and as back-up office manager for the other program sectors.
- Updates the VIDA database on leave taken by Volunteers and other Volunteer and programming information. Prepares Volunteer rosters and other reports using VIDA.
- Maintains the personnel files of Peace Corps Volunteers, both during and after their service, according to applicable regulations.
- Keeps host agency files and site history files up to date.
- Assists Program Directors in the preparation of Project Status Reports and other detailed reports.
- Translates data and documents into English or Spanish as required. Provides assistance in correspondence with Embassy sections, counterpart agencies, and other organizations. Prepares agendas, processes technical documents, types and edits reports for PC/Washington and host country agencies, and designs and edits certificates.

- Prepares and gathers all necessary documentation for the process of obtaining new Volunteer's Visas with the Peruvian Government; as well as for Volunteers extending their services.
- Prepares folders for Volunteer site assignments.
- Assists Programming Staff in organizing meetings, site visits, pre-service and in-service training sessions, and other events in Lima and the field. Arranges appointments and maintains individual and master calendars.
- Keeps rosters of addresses, telephones, and other data of host agencies, government officials, other important organizations, and former Volunteers.
- Receives e-mails and phone calls from Volunteers. Directs such e-mails and calls to the appropriate staff member, or finds the appropriate information and responds directly to the Volunteer.
- Travels when requested to support workshops or to visit Volunteers in the field and meet host agency contacts.
- Serves as back-up for other office positions.
- Assists with other office duties (e.g., sending mail to Volunteers, orienting new employees, photocopying documents, preparing PowerPoint presentations) as required.
- Performs other tasks as required and requested by the Country Director, Program and Training Officer and Program Directors.
- Attends Program and Training staff meetings, and other staff and outside meetings as an essential part of the programming team.
- Serves as a spokesperson and advocate for Peace Corps/Peru and its Volunteers and staff.

### **Safety and Security**

Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and communicates Volunteer safety and security concerns and issues to the Safety and Security Coordinator (SSC) and the Country Director (CD). Assists Program Managers/APCDs to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.). Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety

and security and reports issues to the Program Manager/APCD. Must be knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving V/Ts and any other safety and security incident, including suspicious persons or situations.

**QUALIFICATIONS:**

- Education: Post-high school studies in administration, executive secretarial skills, or a related field.
- Experience: Experience in word processing, data entry, coordinating events, placing phone calls, and other clerical duties.
- Language: Level IV English ability is required. Native Spanish speaker.
- Knowledge: Familiarity with national and international development organizations, and with program planning and administration.
- Abilities: Strong writing skills in Spanish. Able to develop and maintain working level contacts with public sector agencies and private organizations. Excellent interpersonal and communication skills in a multicultural setting.